

## Job Aid: Self-Register in a Scheduled Offering

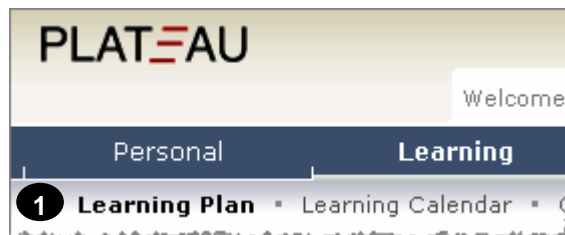
**Description:** These steps demonstrate how to use the Learning Plan, Calendar of Offerings, and the Catalog to locate Scheduled Offerings and self-register. Each task below demonstrates a different method of registration.

### Tasks

- Registration from the Learning Plan
- Registration from the Calendar of Offerings
- Registration from the Advanced Catalog Search

### Task A: Registration from the Learning Plan

- Click **Learning > Learning Plan** in the top menu.

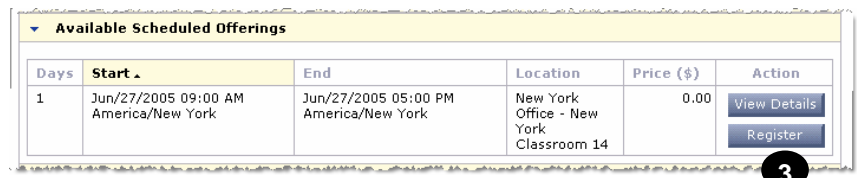


- Click on the Register button for the Item for which you want to register.



Locate the Scheduled Offering for which you want to register.

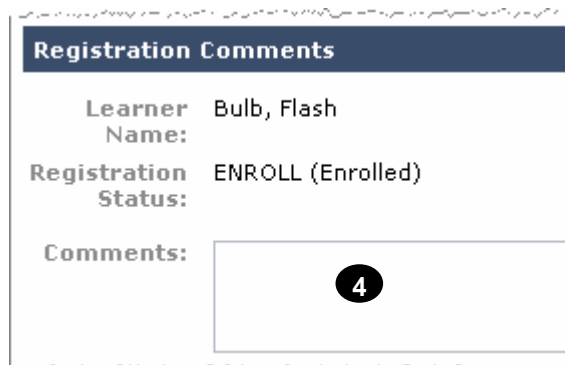
- Click on the **Register** button.



Click on the View Details button to view the exact times and locations for each Segment of the Scheduled Offering.

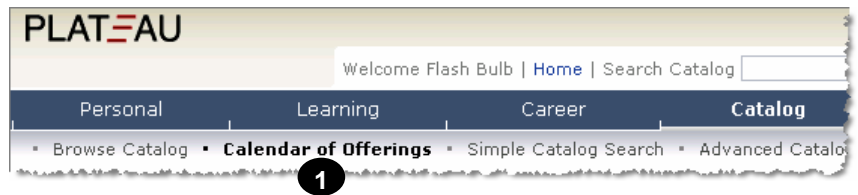
- Comments are optional. Use this field for comments for the instructor, such as special needs.

- Click on the **Confirm** button.



## Task B: Registration from the Calendar of Offerings

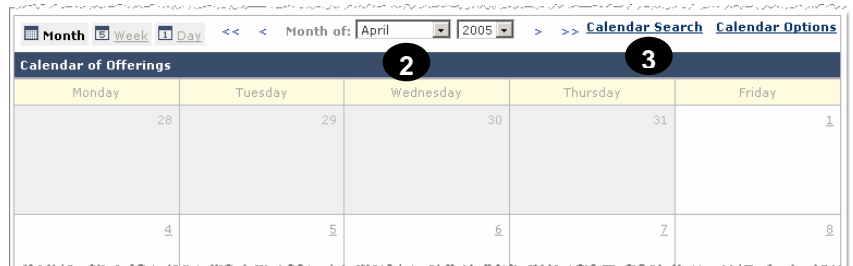
- 1 Click **Catalog > Calendar of Offerings** in the top menu.



- 2 Use the **Month Of** dropdown or the arrows to view different months.

OR

- 3 Click on the **Calendar Search** link to use a keyword search.



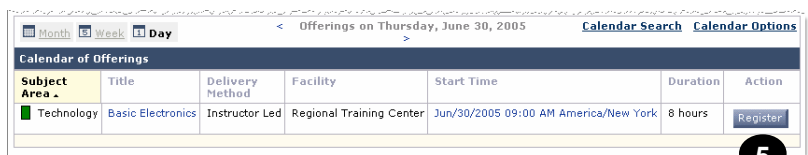
*The Subject Area of the Scheduled Offering and the number of Scheduled Offerings that are scheduled for that day are displayed.*

*Subject Areas may be color-coded.*

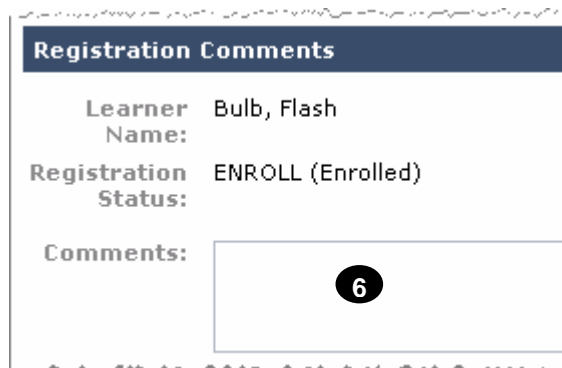


- 4 Click on the **Subject Area**.
- 5 Click on the **Register** button.

*Click on the Start Time and Date to view the Segment details of the Scheduled Offering.*

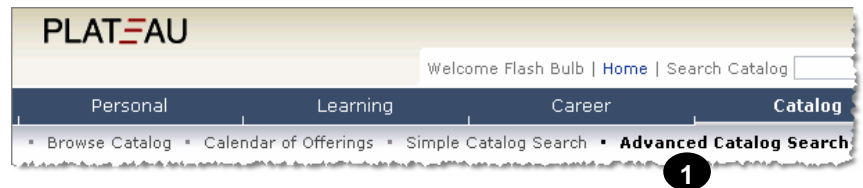


- 6 Comments are optional. Use this field for comments for the instructor, such as special needs.
- 7 Click on the **Confirm** button.



## Task C: Registration from the Advanced Catalog Search

- 1 Click **Catalog > Advanced Catalog Search** in the top menu.



- 2 Enter keywords in the search criteria for the Item you are searching for.
- 3 Select **Offerings** from the Search Options.
- 4 Enter other specific criteria as needed, such as Facility and date range.
- 5 Click on the **Search** button.

- 6 Locate the Item for which you want to register and click on the **arrow** to expand the Item.



- 7 Click on the **Register** button for the Scheduled Offering in which you want to register.

*Click on the Start Date and Time to view the Segment Details.*

| Title             | Type | Price (\$) | Status          | Action   |
|-------------------|------|------------|-----------------|----------|
| Basic Electronics | ...  | ...        | Already On Plan | Register |

- 8 Comments are optional. Use this field for comments for the instructor, such as special needs.
- 9 Click on the **Confirm** button.

| Registration Comments       |  |
|-----------------------------|--|
| <b>Learner Name:</b>        | Bulb, Flash  |
| <b>Registration Status:</b> | ENROLL (Enrolled)  |
| <b>Comments:</b>            | <div style="border: 1px solid black; height: 40px; display: flex; align-items: center; justify-content: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">8</div> </div> |